

PERSONNEL BOARD MEETING  
Monday, January 5, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

AGENDA

1. Request to approve the minutes of the December 1, 2014 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received December 2014.

Mayra Acosta	Fire Department
Jasmine Chavez	Fire Department
Jose Abel	Police Department
Carmen Romero	Police Department
Jose L. Hernandez	Public Works – Solid Waste Department

3. Report of **Leave With-out Pay** for December 2014.
4. Report of **Civil Service Appointments** for December 2014.

Kirk D. Haugen	Fire Department
Collin P. McConnell	Fire Department
Jasmine E. Chavez	Fire Department
Kevin G. Raller	Fire Department
John L. Nieves	Fire Department
Nicia Garcia	Education and Community Services
Marlene Hernandez	Education and Community Services
Robert Lopez	Education and Community Services

5. Report of **Civil Service Resignations** for December 2014.

Yhulmer M. Izquierdo	Construction and Maintenance Department
Rodolfo Rodriguez-Cepero	Fleet Department
Gabriel D. Casco	Police Department
Miguel Severino	Police Department
Belinda Berdini	Public works Department
Darryl Brown	Public Works Department- Solid Waste Division

6. Report of **Maternal/Paternal Leave** for December 2014.

Armando Cepero	Fire Department
Anita Martin	Fire Department

7. Report of Leave of Absence for December 2014. NONE
8. Request to certify the eligibility list for the position of Administrative Aide Confidential (Human Resources)
- 8a. Request to certify the eligibility list for the position of Administrative Aide Confidential (City Clerk)
- 8b. Request to certify the eligibility list for the position of Administrative Aide Confidential (Fleet Maintenance)
9. Request to certify the eligibility list for the position of Director of Fleet Maintenance
10. Request to conduct a Civil Service examination for the position of Administrative Aide Confidential (Madelyne Amador) position with the following criteria:
  - a. In – house, non-competitive
  - b. 40% Oral
  - c. 60% Education and Experience
  - d. Must obtain a score of 70% on the oral portion.
  - e. Must obtain a combined score of 70% to be placed on the eligibility list.Copy of job description is attached.  
Range 28 - \$1056 - \$2127 Bi-Weekly
11. Request to approve the revised criteria for the position of Police Training Program Coordinator (Maria Lopez) with the following criteria:
  - a. In – house, non- competitive
  - b. 60% Oral
  - c. 40% Education and Experience
  - d. Must obtain a minimum score of 70% on the oral exam.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of job description is attached.  
Range 50 - \$1252 - \$2436 Bi-Weekly
12. Request to conduct a Civil Service examination for the position of Code Enforcement Official (Violeta Blanco) with the following criteria:
  - a. In – house, non – competitive
  - b. 60% Oral
  - c. 40% Education and Experience
  - d. Must obtain a minimum score of 70% on the oral exam.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of job description is attached.  
Range 01 - \$1039.00 – \$2420.00

13. Request to certify the eligibility list for the position of **Fire Captain**
14. Request to hear **Unfinished Business.**
15. Request to hear **New Business**

**NEXT PERSONNEL BOARD MEETING: Monday, February 2, 2015 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.